

**CITY OF SCOTTSDALE
PARKS, RECREATION AND FACILITIES DIVISION
FIELD ALLOCATION FEE WAIVER AND PARTNERSHIP FUNDING POLICY**

Section 1. Philosophy

Scottsdale Parks and Recreation believes in the importance of providing services that improve the quality of life for its citizens by responding to the leisure desires of all segments of our community. Cooperation with other public, private and commercial entities for the delivery of recreational services is important in meeting our community leisure needs. Providing suitable facilities to assist special interest groups who provide services is an important strategy to achieve goals set forth within Scottsdale's mission statement.

By virtue of their intrinsic value to the community by providing recreational opportunities for youth and because they lack facilities of their own, youth sports organizations are granted the opportunity to receive assistance. Eligible organizations are not charged for outdoor field or court usage for their particular sport or for any utility costs associated with sports facilities. This includes league play, practices and tournaments associated with league play. A \$3.00 per hour maintenance fee applies to these uses. Activities such as camps, clinics and tournaments that are not associated with league play will be charged the standard or resident fee for field or court use. Light fees are reduced by 50% for this type of use. Accommodations for organizational business such as board meetings and participant registration are provided at no use fee when available. An administration fee of \$7.00 applies to all permits.

Opportunities are also provided to develop partnerships for funding improvement on public facilities utilized by youth sports organizations. Only improvements made to facilities located in Scottsdale are available to be scheduled by the Sports Liaison Coordinator as part of the yearly allocation process will be considered for partnership funding.

Section 2. Purpose

The purpose of this policy is to outline the procedures by which youth sports organizations request services from the City of Scottsdale. Allocation of City controlled sports facilities, payment of utility costs associated with sports field lighting at school district facilities and procedures to apply for partnership funding (up to 50% of project cost to be matched with 50% from the applicant) for field improvements are defined. The services provided to youth sports organizations and the obligations of those groups that receive services from the City of Scottsdale are described.

Section 3. Eligibility

Any youth sports organization that provides services targeted towards Scottsdale residents 17 years of age or under and can demonstrate benefits to the citizens of Scottsdale is eligible for non-profit status as defined by the Internal Revenue code and is eligible to apply for services.

All applicants seeking City services (see Section 5) or other benefits under this policy shall agree to comply with any and all insurance and indemnification requirements deemed necessary by the City of Scottsdale Risk Management office. Applicable insurance requirements will be provided to applicant upon request.

Section 4. Responsibilities of Youth Sports Organizations

All information requested on application form must be filled out completely and additional information included with the application. This information is vital for staff to provide important information to the public, make responsible decisions on field allocation and improvement projects, settle conflicts and also help justify future budget requests for field improvements and additions.

Organizations will be required to re-apply on a seasonal basis. Updated information will be required with each season's field and lighting cost waiver.

Staff will be notified of any field time not being utilized on a regular basis so time can be put back into the system for redistribution. This must be done after both practice and game schedules are finalized for a particular season. Organizations must monitor usage and turn in unused time on a regular basis throughout their season. Copies of all practice and game schedules will be given to staff prior to using facilities.

Organizations shall clean and maintain the field and spectator areas assigned to them by picking up trash after each use.

Organizations shall have the responsibility to maintain control over the conduct of participants and spectators while using assigned facilities.

Each organization must have a representative participate in the Scottsdale Youth Sports Advisory Group as requested by staff.

Organizations must park only in designated areas and not allow driving on park or school field areas.

Organizations must be a good neighbor and keep sound levels to a minimum and adhere to all park noise policies.

Organizations will turn off lights after their assigned use period if no other assigned group is waiting to use the field space. Lights will only be turned on at appropriate times.

Section 5. City Services

The City may provide the following services:

- Waive some facility use fees associated with sports facilities needed for their particular sport.
- Waive facility use fees to accommodate organizational business such as board meetings and participant registration.
- Coordinate projects approved through partnership funding facility improvements program.
- Provide basic field maintenance of all City park facilities, i.e., mowing, watering, infield dragging and fence repair. Maintenance may vary from site to site.
- Coordinate special maintenance and other facility use needs.
- Provide system maintenance and lamp replacement on fields that have City installed lighting systems.
- Serve as clearing house of information for the public concerning all youth sports leagues operating for Scottsdale residents.

Section 6. Procedures

The applicant first meets with the appropriate staff representative (Sports Liaison) to determine eligibility, availability of facilities or feasibility of improvement project. Following this, the applicant will fill out the services form and put together the required organizational information for the type of service requested. The applicant will then present the application form along with all requested information to the Sports Liaison, who will approve requests for facilities and utility fee waiver if there are no other groups requesting the same facilities and the organization meets the eligibility requirements. If there is a conflict between requests, the Sports Liaison will evaluate the information submitted by the applicants and based on the general guidelines, will negotiate a use agreement(s).

Field Allocation

Applications should be received by the end of October for the baseball/softball season (March through July) and by the end of April for the football/soccer season (August through February). Permits will be issued following these dates and prior to the start of the season.

Organizations that miss the due dates will have their applications considered only if there is available space or funding resources.

Once facility use and fee waiver are approved, a facility use permit is issued to the organization for one season only. Organizations are required to re-apply on a seasonal basis. When two or more organizations have requested the same space and time, all parties involved will be contacted after staff has reached a decision on the field allocation. Organizations will be issued a facility use permit after an appeal has been settled. (See Appeal Process)

Individual team requests will be considered only after league or group allocations have been issued for the upcoming season and then, only teams not already covered by a serviced league will be processed.

Partnership Funding

The Sports Liaison will review all partnership funding applications for field improvement requests and make recommendations to the Parks and Recreation Commission to approve funding requests based on the funding guidelines and availability of resources. Funding requests for the upcoming fiscal year must be in by the end of May to be considered for the next fiscal year. By agreement of the participants, City portion of funds may be paid over a period of more than a year. After funding is approved, groups will continue to work with staff to coordinate all aspects of the project. Groups whose requests are not approved are required to reapply if funding is still sought.

Section 7. Guidelines

Field allocation, fee waivers and improvement project funding priority are based on the following criteria:

- Groups and organizations serving Scottsdale residents.
- Tradition, i.e. what the group has used in the past.
- Need, i.e. the number of youngsters served and number of games and practices scheduled.
- Season dates as compared to traditional times the sport is played (March-July for baseball/softball and August-February for football/soccer).
- League organizational structure, i.e. fees charged, age groups served, competitive or recreational, number of leagues and teams, number of games played, practice schedules, season dates and days the games are played on.
- Compliance with Parks and Recreation procedures and meeting group responsibilities.
- Energy efficiency and environmentally friendly lighting system (for utility fee waiver).

The first priority will always be based on serving Scottsdale residents. The remaining criteria is not in any particular order and will be used to evaluate each individual request.

It is possible that an organization may not receive all the field time that it has requested due to other groups requesting the same times and space. The Sports Liaison will try to find alternatives that would allow for the group to operate as it wants. It may be necessary for an organization to alter the way in which it schedules games/practices, play/practice on days which it is not accustomed, and/or possibly reduce the number of games played/practices scheduled.

It is the goal of the staff to get the best possible use of all athletic fields under the jurisdiction of the City and to serve as many of the requesting organizations as possible.

Additional criteria for improvement project funding:

- Number of groups involved that will benefit by the improvement project.
- Benefits to the community.
- Project fits within the Parks 2010 master plan.
- Financial resources available to the project.
- Safety considerations.
- Maintenance considerations.
- Long term costs.

Section 8. Appeal Process

Any organization may appeal decisions made by the Sports Liaison concerning field allocation to the Parks and Recreation Commission. This must be done in writing no more than two weeks after being contacted by staff and informed of what the field allocation for the upcoming season will be. The appeal will be submitted to the Sports Liaison office and heard by the Commission at the next available scheduled meeting. All groups that may be affected by an appeal will be notified and given an opportunity to make a presentation to the Commission. No permit will be issued until the Commission has ruled on the appeal.

**CITY OF SCOTTSDALE RECREATION DIVISION
YOUTH SPORTS FIELD ALLOCATION AND FEE WAIVER
APPLICATION FORM**



This form must be filled out completely, with attachments by any youth sports organization (including leagues, teams, sports associations and any other youth-serving group) requesting use of facilities reserved by the City of Scottsdale. Application form and attachments are due the end of October for the spring/summer season and the end of April for the fall/winter season. See policy for further information.

Date: _____

Organization Name: _____

Organization Website: _____

Main Contact Person: _____

Address: _____ City: _____ Zip: _____

E-mail address: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Phone # to be given to the public: _____

Cost per participant per season: _____

Avg. # of practices per team per week: _____

Season start date: _____ Season end date: _____

From last season: # of participants: _____ # of teams: _____ games per team: _____

****Organizations that miss the due dates will have their applications considered only if there is available space.**

Please Attach the Following Information:

1. Philosophy/Organization mission statement.
2. Organization officers with phone numbers, e-mail addresses and Website address.
3. Improvements made to any of the facilities previously used (lighting, fencing, irrigation systems, buildings, etc.).
4. Any pertinent organization information (incorporation papers, by-laws, charter, federal tax returns, financial statement, etc.) to prove non-profit eligibility.
5. Certificate of Insurance for \$1 million dollars naming the City of Scottsdale as additionally insured.
6. Team or membership roster (in Excel format) with name, address with zip code and birth date.
7. Request for facilities – indicate fields, times, dates and days requested.
8. List all fields used for games and practices – note if field is lighted.
9. List leagues and age group served by each league.
10. List fields used that are not reserved by the City of Scottsdale and if they are lighted.
11. Organization boundaries – include a map.

Return requested information to: Sports Liaison Office, City of Scottsdale, Parks Recreation & Facilities, 7340 Scottsdale Mall, Scottsdale, AZ 85251. E-Mail: slahmann@scottsdaleaz.gov. Fax: (480) 312-2301.